**Checklist Purpose/Use:**

The purpose of this checklist is to provide a single comprehensive checklist for use when creating and reviewing a CSPP. The checklist integrates the elements of:

* The CSPP Checklist provided in Appendix C of Advisory Circular 150/5370-2G;
* The CSPP Review Checklist provided in Appendix F of FAA ARP SOP 1.00 (NOTE – This checklist is an internal checklist utilized by the FAA when reviewing CSPPs. The guidance provided in AC 150/5370-2G should always remain the primary FAA guidance utilized by airports); and,
* CSPP Best Practices/Lessons Learned identified as part of the ACRP 08-03 CSPP project research.

Similar items between the checklists contained in FAA ARP SOP 1.00 and AC 150/5370-2G have been grouped together to make this checklist easier to use. However, none of the checklist items contained in either of the aforementioned checklists were combined or omitted in an effort to ensure this comprehensive checklist fully meets all FAA requirements. The recommendations and guidance provided in this document are based on the current versions of FAA guidance materials in effect as of the date of this publication (November 2020). The FAA updates guidance materials from time to time. As a result, it is highly recommended that users check the FAA website to ensure they are utilizing the most current versions of published FAA guidance material.

This checklist can be customized to include any unique federal, state, or local requirements that may be applicable to an individual airport. As a result, prior to utilizing this checklist, airport sponsors and consulting engineers/designers should review the checklist in its entirety to determine where the checklist should be customized. These additional requirements can be added in using the rows notated as “*Insert additional project/airport criteria.*”

The checklist generally follows the format of the CSPP template developed as a deliverable of ACRP Project 08-03. This checklist and the CSPP template are organized to follow the CSPP structure and section numbering included in FAA ARP SOP 1.00.

Reviewer (Name/Title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference Legend**

The following color-coding has been utilized throughout the checklist to aid users in identifying the source of each requirement.

|  |
| --- |
| ARP SOP 1.00 |
| Advisory Circular 150/5370-2G |
| Research Best Practice |

| CSPP Element | Element Addressed? | | | Remarks |
| --- | --- | --- | --- | --- |
| Yes | No | N/A |
| **CSPP Executive Summary** |  |  |  |  |
| CSPP Executive Summary |  |  |  |  |
| **Coordination (Section 205)** |  |  |  |  |
| Contractor Progress Meetings |  |  |  |  |
| Addresses necessary actions when changes are proposed to CSPP |  |  |  |  |
| Provisions for FAA ATO Coordination |  |  |  |  |
| Identify CSPP impacts to regulatory documents and prescribed approval timelines |  |  |  |  |
| Establish procedure for CSPP changes |  |  |  |  |
| Provision for full CSPP review any time phasing is changed |  |  |  |  |
| Requirements for predesign, prebid, and preconstruction conferences to introduce the subject of airport operational safety during construction are specified. |  |  |  |  |
| Operational safety emphasis is a standing agenda item for construction progress meetings. |  |  |  |  |
| Scheduling of the construction phases is properly addressed. |  |  |  |  |
| Any formal agreements are established. |  |  |  |  |
| Ensure stakeholder identification and engagement methods |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Phasing (Section 206)** |  |  |  |  |
| Phase Elements |  |  |  |  |
| Construction Safety Drawings |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Area and Operations Affected by Construction Activity (Section 207)** |  |  |  |  |
| Identification of affected Areas |  |  |  |  |
| Drawings showing affected areas are included. |  |  |  |  |
| Closed or partially closed runways, taxiways, and aprons are depicted on drawings. |  |  |  |  |
| Mitigation Affects |  |  |  |  |
| Aircraft taxi routes affected by the project are addressed |  |  |  |  |
| Temporary changes to taxi operations are addressed. |  |  |  |  |
| Access routes used by ARFF vehicles affected by the project are addressed. |  |  |  |  |
| Access routes used by airport and airline support vehicles affected by the project are addressed. |  |  |  |  |
| Detours for ARFF and other airport vehicles are identified. |  |  |  |  |
| Approach/departure surfaces affected by heights of temporary objects are addressed. |  |  |  |  |
| Temporary changes to air traffic control procedures are addressed. |  |  |  |  |
| Underground utilities, including water supplies for firefighting and drainage. |  |  |  |  |
| Maintenance of essential utilities and underground infrastructure is addressed. |  |  |  |  |
| Construction areas, storage areas, and access routes near runways, taxiways, aprons, or helipads are properly depicted on drawings. |  |  |  |  |
| Isolate construction areas from areas aircraft operate as much as practical |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Navigation Aid Protection (Section 208)** |  |  |  |  |
| Operational NAVAID Critical Areas |  |  |  |  |
| Critical areas for NAVAIDs are depicted on drawings. |  |  |  |  |
| Effects of construction activity on the performance of NAVAIDS, including unanticipated power outages, are addressed. |  |  |  |  |
| Protection of NAVAID facilities is addressed. |  |  |  |  |
| The required distance and direction from each NAVAID to any construction activity is depicted on drawings. |  |  |  |  |
| Procedures for coordination with FAA ATO/Technical Operations, including identification of points of contact, are included. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor Access (Section 209)** |  |  |  |  |
| Vehicle and Pedestrian Operations |  |  |  |  |
| The CSPP addresses areas to which contractor will have access and how the areas will be accessed. |  |  |  |  |
| The application of 49 CFR Part 1542 Airport Security, where appropriate, is addressed. |  |  |  |  |
| Construction site parking is addressed. |  |  |  |  |
| Construction equipment parking is addressed. |  |  |  |  |
| Access and haul roads are addressed. |  |  |  |  |
| Develop detailed haul route plans |  |  |  |  |
| A requirement for marking and lighting of vehicles to comply with AC 150/5210-5, *Painting, Marking and Lighting of Vehicles Used on an Airport*, is included. |  |  |  |  |
| Proper vehicle operations, including requirements for escorts, are described. |  |  |  |  |
| Training requirements for vehicle drivers are addressed. |  |  |  |  |
| Two-way radio communications procedures are described. |  |  |  |  |
| Maintenance of the secured area of the airport is addressed. |  |  |  |  |
| Location of Stockpiles Construction Material |  |  |  |  |
| The location of stockpiled construction materials is depicted on drawings. |  |  |  |  |
| The requirement for stockpiles in the ROFA to be approved by FAA is included. |  |  |  |  |
| Requirements for proper stockpiling of materials are included. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Wildlife Management (Section 210)** |  |  |  |  |
| The airport operator’s wildlife management procedures are addressed. |  |  |  |  |
| Trash |  |  |  |  |
| Standing Water |  |  |  |  |
| Tall Grass |  |  |  |  |
| Fencing and Gates |  |  |  |  |
| Disruption of Wildlife Habitat |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Foreign Object Debris (Section 211)** |  |  |  |  |
| FOD Control Measures |  |  |  |  |
| The airport operator’s FOD management procedures are addressed. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Hazardous Material Management (Section 212)** |  |  |  |  |
| Hazardous Material Controls |  |  |  |  |
| The airport operator’s hazardous materials management procedures are addressed. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Notification of Construction Activities (Section 213)** |  |  |  |  |
| NOTAMs |  |  |  |  |
| Procedures for coordinating, issuing, maintaining and cancelling by the airport operator of NOTAMS about airport conditions resulting from construction are included. |  |  |  |  |
| List of Responsible Representatives |  |  |  |  |
| Maintenance of a list by the airport operator of the responsible representatives/points of contact for all involved parties and procedures for contacting them 24 hours a day, seven days a week is specified. |  |  |  |  |
| A list of local ATO/Technical Operations personnel is included. |  |  |  |  |
| A list of ATCT managers on duty is included. |  |  |  |  |
| A list of authorized representatives to the Operations Control Center (OCC) is included. |  |  |  |  |
| Emergency Notification Procedures |  |  |  |  |
| Provision of information on closed or hazardous conditions on airport movement areas by the airport operator to the OCC is specified. |  |  |  |  |
| Emergency notification procedures for medical, fire fighting, and police response are addressed. |  |  |  |  |
| Procedures for the immediate notification of airport user and local FAA of any conditions adversely affecting the operational safety of the airport are detailed. |  |  |  |  |
| Coordination with ARFF |  |  |  |  |
| Coordination with ARFF personnel for non-emergency issues is addressed. |  |  |  |  |
| Notification to the FAA (Part 77, NAVAIDs….) |  |  |  |  |
| Notification to the FAA under 14 CFR parts 77 and 157 is addressed. |  |  |  |  |
| Reimbursable agreements for flight checks and/or design and construction for FAA owned NAVAIDs are addressed. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Inspection Requirements (Section 214)** |  |  |  |  |
| Daily Inspections |  |  |  |  |
| Daily and interim inspections by both the airport operator and contractor are specified. |  |  |  |  |
| Final Inspections |  |  |  |  |
| Final inspections at certificated airports are specified when required. |  |  |  |  |
| Clear lines of responsibility for inspections have been established |  |  |  |  |
| Checklists for inspections have been established |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Underground Utilities (Section 215)** |  |  |  |  |
| Procedures for protecting existing underground utilities |  |  |  |  |
| Procedures for protecting existing underground facilities in excavation areas are described. |  |  |  |  |
| Involve utility vendors if their utilities will be impacted |  |  |  |  |
| Ensure adherence to local area & FAA protocols; consider possibility of unmarked/uncharted utilities on airport |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Penalties (Section 216)** |  |  |  |  |
| Penalty provisions for noncompliance with safety plan |  |  |  |  |
| Penalty provisions for noncompliance with airport rules and regulations and the safety plans are detailed. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Special Conditions (Section 217)** |  |  |  |  |
| Unique conditions that may affect the operation of the airport |  |  |  |  |
| Any special conditions that affect the operation of the airport or require the activation of any special procedures are addressed. |  |  |  |  |
| Ensure compliance/coordination with any existing airport plans or operating procedures other than Part 139 or 1542 compliance |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Runway and Taxiway Visual Aids (Section 218)** |  |  |  |  |
| General – Convey Clear Meaning; Secured from movement; Frangible |  |  |  |  |
| Markings |  |  |  |  |
| Lighting and Visual NAVAIDs |  |  |  |  |
| Signage |  |  |  |  |
| The proper securing of temporary airport markings, lighting, signs, and visual NAVAIDs is addressed. |  |  |  |  |
| Frangibility of airport markings, lighting, signs, and visual NAVAIDs is specified. |  |  |  |  |
| The requirement for markings to be in compliance with AC 150/5340-1, *Standards for Airport Markings*, is specified. |  |  |  |  |
| Detailed specifications for materials and methods for temporary markings are provided. |  |  |  |  |
| The requirement for lighting to conform to AC 150/5340-30, *Design and Installation Details for Airport Visual Aids*; AC 150/5345-50, *Specification for Portable Runway and Taxiway Lights*; and AC 150/5345-53, *Airport Lighting Certification Program*, is specified. |  |  |  |  |
| The use of a lighted X is specified where appropriate. |  |  |  |  |
| The requirement for signs to conform to AC 150/5345-44, *Specification for Runway and Taxiway Signs*; AC 150/5340-18, *Standards for Airport Sign Systems*; and AC 150/5345-53, *Airport Lighting Certification Program*, is specified. |  |  |  |  |
| Detailed Signage, Lighting, and Marking Plan provided for each phase of Construction |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Access Routes – Marking and Signage (Section 219)** |  |  |  |  |
| Haul Road Demarcation |  |  |  |  |
| Include visual cues to prevent inadvertent utilization of previous haul routes |  |  |  |  |
| The CSPP specifies that pavement markings and signs intended for construction personnel should conform to AC 150/5340-18 and, to the extent practicable, with the MUTCD and/or State highway specifications. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Hazard Marking, Lighting and Signage (Section 220)** |  |  |  |  |
| Areas Impacted by Construction Operations |  |  |  |  |
| Prominent, comprehensible warning indicators for any area affected by construction that is normally accessible to aircraft, personnel, or vehicles are specified. |  |  |  |  |
| Hazard marking and lighting are specified to identify open manholes, small areas under repair, stockpiled material, and waste areas. |  |  |  |  |
| The CSPP considers less obvious construction-related hazards. |  |  |  |  |
| The spacing of barricades is specified such that a breach is physically prevented barring a deliberate act. |  |  |  |  |
| Red lights meeting the luminance requirements of the State Highway Department are specified. |  |  |  |  |
| Barricades, temporary markers, and other objects placed and left in areas adjacent to any open runway, taxiway, taxi lane, or apron are specified to be as low as possible to the ground, and no more than 18 inch high. |  |  |  |  |
| Barricades are specified to indicate construction locations in which no part of an aircraft may enter. |  |  |  |  |
| Highly reflective barriers with lights are specified to barricade taxiways leading to closed runways. |  |  |  |  |
| Markings for temporary closures are specified. |  |  |  |  |
| The provision of a contractor’s representative on call 24 hours a day for emergency maintenance of airport hazard lighting and barricades is specified. |  |  |  |  |
| If work is to be conducted at night, the CSPP identifies construction lighting units and their general locations and aiming in relationship to the ATCT and active runways and taxiways. |  |  |  |  |
| Identify night work vs. day work and consider additional safety requirements related to night work |  |  |  |  |
| Equipment |  |  |  |  |
| Equipment that poses the least danger to aircraft but is sturdy enough to remain in place when subjected to typical winds, prop wash and jet blast is specified. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Protection of Runway and Taxiway Safety Areas, Zones and Surfaces (Section 221)** |  |  |  |  |
| Runway Safety Area (RSA) |  |  |  |  |
| Taxiway Safety Area (TSA) |  |  |  |  |
| The CSPP clearly states that no construction may occur within a safety area while the associated runway or taxiway is open for aircraft operations. |  |  |  |  |
| The CSPP specifies that the airport operator coordinates the adjustment of RSA or TSA dimensions with the ATCT and the appropriate FAA Airports Regional or District Office and issues a local NOTAM. |  |  |  |  |
| The CSPP specifies that open trenches or excavations are not permitted within a safety area while the associated runway or taxiway is open, subject to approved exceptions. |  |  |  |  |
| Appropriate covering of excavations in the RSA or TSA that cannot be backfilled before the associated runway or taxiway is open is detailed. |  |  |  |  |
| Grading and soil erosion control to maintain RSA/TSA standards are addressed. |  |  |  |  |
| The CSPP clearly states that no construction may occur within a taxiway safety area while the taxiway is open for aircraft operations. |  |  |  |  |
| Runway Object Free Area (ROFA) |  |  |  |  |
| The CSPP specifies that equipment is to be removed from the ROFA when not in use. |  |  |  |  |
| Taxiway Object Free Area (TOFA) |  |  |  |  |
| Appropriate details are specified for any construction work to be accomplished in a taxiway object free area. |  |  |  |  |
| Obstacle Free Zone (OFZ) |  |  |  |  |
| Measures to ensure that personnel, material, and/or equipment do not penetrate the OFZ or threshold siting surfaces while the runway is open for aircraft operations are included. |  |  |  |  |
| Approach and Departure Surfaces |  |  |  |  |
| Provisions for protection of runway approach/departure areas and clearways are included. |  |  |  |  |
| Procedures for ensuring adequate distance for protection from blasting operations, if required by operational considerations, are detailed. |  |  |  |  |
| The CSPP includes provisions for prominent marking of open trenches and excavations at the construction site. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Other Limitations on Construction (Section 222)** |  |  |  |  |
| Prohibitions |  |  |  |  |
| Restrictions |  |  |  |  |
| The CSPP prohibits the use of open flame welding or torches unless adequate fire safety precautions are provided and the airport operator has approved their use. |  |  |  |  |
| The CSPP prohibits the use of electrical blasting caps on or within 1,000 ft (300 m) of the airport property. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Other Items** |  |  |  |  |
| Are airport construction requirement documents properly integrated in the CSPP (e.g. Rules and Regs, construction standards, etc.) and are they up-to-date? |  |  |  |  |
| Identify and plan for construction capacity constraints |  |  |  |  |
| Document pre-construction site investigation work that has been completed |  |  |  |  |
| Have any unique pilot groups (e.g. student pilots, foreign pilots, etc.) been identified that may require additional coordination or outreach during construction |  |  |  |  |
| Develop plans for weather and low-visibility operations |  |  |  |  |
| Contingency planning for critical construction components |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **CSPP Review Considerations** |  |  |  |  |
| Has a schedule impacts review been completed? |  |  |  |  |
| Will the project overlap with other projects and, if so, do the CSPPs for each project need to be coordinated? |  |  |  |  |
| Have tables and graphics been utilized properly to communicate complex messages within the CSPP? |  |  |  |  |
| Have items not relevant to the CSPP (e.g. design information) been omitted to prevent too much information? |  |  |  |  |
| Has planning for phase changes during construction been considered? |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |
| **Best Practices for CSPP Phasing Drawings (BP/LL #16)** |  |  |  |  |
| Utilize a consistent set of icons/symbols to highlight critical items. |  |  |  |  |
| Omit any information from the drawings that is not relevant to construction safety and phasing. |  |  |  |  |
| Use consistent color-coding for drawing elements. If color-coding is not practical, use consistent hatching, shading, and line types. |  |  |  |  |
| Include only one construction phasing drawing per sheet. |  |  |  |  |
| Include a clear legend in all drawings |  |  |  |  |
| Depict any FAA designated “Hot Spots” on the phasing drawings. |  |  |  |  |
| Clearly delineate safety areas, object free areas, NAVAID critical areas, and other relevant protected surfaces on drawings. |  |  |  |  |
| [*Insert additional project/airport criteria*] |  |  |  |  |

**Checklist References:**

* FAA A/C 150/5370-2G can be found at this location in its entirety - [AC 150/5370-2G](https://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentnumber/150_5370-2)
* FAA ARP SOP 1.00 can be found at this location in its entirety - [FAA ARP SOP 1.00](https://www.faa.gov/airports/resources/sops/media/arp-SOP-100-CSPP-Eval.pdf)